POSITION DESCRIPTION

TITLE: Secretary to Transportation and Central Receiving Managers
LOCATION: Transportation and Central Receiving
REPORTS TO: Transportation and Central Receiving Manager
DEPARTMENT: Transportation and Central Receiving Department

SUMMARY STATEMENT:
Under the direction of the Transportation and Central Receiving Managers, this position provides secretarial support for the managers and departments of Transportation and Central Receiving.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public, in person, by telephone, via e-mail, and in writing.
2. Answer and direct incoming telephone calls and/or respond to inquiries from the staff and the general public.
3. Prepare monthly field trip billings to schools, departments, and outside agencies.
4. Assist in the preparation of payroll information for processing, including the processing of time sheets.
5. Compose, type, and distribute confidential and regular correspondence for department as required, using a computer.
6. Maintain general revolving fund petty cash, checkbook, and bank statements.
7. Maintain fleet vehicle inventory for the entire district.
8. Prepare monthly billing to outside agencies for services rendered in conjunction with the Accounting Department.
9. Maintain and order all supplies for the Central Receiving Department.
10. Track all vendor invoices using an Excel spreadsheet, and prepare invoices for submission to Accounting for payment.
11. Prepare supply requisitions and enter purchase order requisitions into fiscal system, maintain fiscal records and chart of accounts with encumbered balance budget for the departments.
12. Prepare transaction log and balance procurement card transactions.
13. Prepare Employee Claim for Expenses.
15. Assist in preparation of Transportation and Central Receiving departmental budgets.
16. Assist in the preparation of State reports.
17. Maintain a ledger for mechanics' annual tool allowance.
18. Maintain an up-to-date understanding of the overall operation of the Transportation and Central Receiving departments.
19. Coordinate warehouse online ordering for decentralized district employees, print picking statements, and receive all warehouse products online. Train new budget secretaries on the ordering process.
20. Obtain product information from vendors including organizing, coordinating, and receiving product and services quotes from vendors for non-bid goods and services, and make recommendations for purchases as requested.
21. Maintain Material Safety Data Sheets (MSDS), and coordinate with facilities.
22. Monitor and regulate inventory levels for stocked items, and place orders for products based on District's year-to-year needs.

OTHER RESPONSIBILITIES:
1. Perform back-up support for co-workers as necessary which includes shipping by US Mail, UPS, Fed Ex.
2. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:

Vision (66-100%)
Writing (66-100%)
Bending (Up to 33%)
Acceptable Attendance
Hearing (66-100%)
Sitting (33-66%)
Pushing/Pulling (Up to 33%)
Use of hands and or arms for repetitive motion (66-100%)
Speaking (66-100%)
Standing (33-66%)
Lifting/Carrying Up to 50 lbs (33-66%)

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)
Written Communication (66-100%)
Problem Solving (66-100%)
Constant Interruptions (66-100%)
Multiple Concurrent Tasks (66-100%)
Verbal Communication (66-100%)
Math (66-100%)
Customer Contact (33-66%)
Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

IBM/PC (clone), typewriter, telephone, 10-key/calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required)
1. Typing/keyboarding of 50 wpm.
2. Minimum of three years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer, using Windows environment and Excel spreadsheet applications.
4. Demonstrated ability to communicate effectively with staff and the general public.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
7. Must possess a good math aptitude.
8. Working knowledge of payroll system preferred in order to assist in payroll preparation.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Demonstrated ability to problem solve.
11. Demonstrated organizational skills and the ability to follow through.
12. Demonstrated ability to handle multiple priorities at one time.
13. Demonstrated ability to establish and maintain confidentiality of sensitive information.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

New
Secretary to Transportation and Central Receiving Managers